

ATT2

*Plus 2x*

This Notice Expires 1 November 1962

PERSONNEL

9 July 1962

STAT

SOLICITATION OF UNCLASSIFIED WORK PROJECTS  
FOR THE INTERIM ASSIGNMENT SECTION


1. The Interim Assignment Section, Office of Personnel, is a training and holding pool for newly appointed clerical, typist, and stenographic personnel who have received provisional security clearances. The principal reason for maintaining this activity is to enable the Agency to offer immediate employment to individuals in this category and to compete with other employers who do not require extensive preemployment investigation. It is important that these individuals be productively employed in order to maintain their job interest and morale during the waiting period for full security clearance, to provide training through actual work experience, and to obtain a useful product in return for the substantial cost of maintaining the IAS.
2. The IAS provides a resource for performing a variety of routine work projects for components throughout the Agency. Since IAS personnel are not fully cleared, their work must be performed at the IAS location at 1016 16th St., NW., and it must, of course, be unclassified. IAS staff are available to supervise and review their work unless the office concerned prefers to provide direct supervision. Ordinary office supplies are stocked in IAS and arrangements can be made for stocking special supplies which might be needed for specific work projects.
3. Work projects which IAS has performed in the past have included straight-copy typing on various types of stencils, alphabetizing, cataloging, prenumbering forms, assembling kits of material, and the like. Several offices have taken advantage of this service by relying on it to perform certain jobs on a continuing basis, thereby relieving regular employees of a substantial routine workload. There is also a regular flow of work to the IAS from various offices which use this service to perform specific projects. The problem of providing sufficient work for IAS personnel during peak recruitment periods is, however, a perennial one, and the next several months will be critical since a large number of 1962 graduates of high schools and business schools will be entering on duty.
4. The purpose of this notice is to call attention to the service available so that all offices will consider whether they can take

STAT



9 July 1962

PERSONNEL

advantage of it for performing single work projects or by assigning to IAS some continuing clerical operation. Interested offices are invited to call the IAS Supervisor, extension  for further information.

STAT

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

DISTRIBUTION: AB

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director (Support) 7D18 Hqs.	10/25	Hpl/Hm
2	Inspector General 7D49 Hqs.	10/26	DM
3		10/26	HVD
4	Mr Earman		JYE
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>3-4 Is that "NO!" in page 14 yours? if so may I ask why? (!!) HVD</p> <p>P.S. I hope we will have chance to discuss with as think some are missed!</p>			
FOLD HERE TO RETURN			
FROM: NAME, ADDRESS AND PHONE			
Director of Personnel			
UNCLASSIFIED			CONFIDENTIAL